

Class Title: Administrative Secretary **Job Code:** 41009
Occupational Group: Agency/Administrative **FLSA:** NE

Date Rev: 7/14/06
Pay Grade: 6

ESSENTIAL DUTIES:

- Full secretarial and administrative duties for unit assigned
- Composes memo, correspondence and reports using Microsoft Office Suite software
- Establishes and maintains files, reports, and other information relating to the unit and supervisor assigned
- All other commensurate duties assigned

KNOWLEDGE, SKILLS & ABILITIES:

Thorough knowledge of:

- Policies, procedures and programs of the immediate work unit
- Principles and practices of administration and management
- Agency or program rules, regulations, and operating procedures
- Microsoft office suite software
- Confidential file organization and maintenance
- Appropriate data gathering, summarization and report preparation
- Screening incoming correspondence, visitors, and telephone calls

Skilled in:

- Handling detailed administrative work with accuracy and speed
- Performing standard administrative functions required by managers
- Gathering and summarizing data for reports
- Composing varied correspondence with appropriate consideration of relevant policy and procedures
- Responding to customers with tact, diplomacy, and appropriate, timely information
- Scheduling and coordinating meetings and conferences
- Performs related work as required
- Operating computers and using Microsoft Office Suite software
- Oral and written communication

Ability to:

- Prioritize assignments
- Communicate effectively
- Analyze and summarize information
- Type 45 words per minute

Special Requirements/Conditions:

- Must be able to pass FBI and State background check
- Must have the manual dexterity to type 45 wpm on a routine basis

Arizona Schools for the Deaf and Blind
Classification Specification

HH 9/13/06